

**NON-PERSONAL HISTORY RECORD**  
(Submit for Other Than Natural Persons)

This form is to be used for an application with the Division of Mortgage Lending for a commercial entity that is not a natural person. Please indicate for which entity this Non-Personal History Record is being submitted.

- ☐ Mortgage Broker  
☐ Mortgage Banker  
☐ Escrow Agency

Print or type an answer to every question. If a question does not apply, please mark the section N/A for not applicable. If there is not enough space to answer the question sufficiently, continue on the Explanation Form and mark each answer with the corresponding number of the question. Do not misstate or omit any material fact(s). Such statements made herein are subject to verification. Incomplete applications will be returned.

The applicant must initial each page in the lower right hand corner. By placing his/her initial on each page, the applicant is attesting to the accuracy and completeness of the information contained on that page. Original or "wet" signatures are required. All pages must be submitted on 8 ½ x 11" paper. White-out and/or correction tape is not permitted.

Applicants are advised that this Non-Personal History Record is an official document and misrepresentations or failure to disclose information requested may be deemed sufficient cause for the denial or revocation of a license.

Name of Applicant/Licensed

Entity: \_\_\_\_\_

List any dba's of the entity if not the corporate name:

\_\_\_\_\_

License No.: \_\_\_\_\_

Address of Principal Place of Business: \_\_\_\_\_

Street Address

City

State

Zip

If the Licensed Entity is a Mortgage Broker, Principal Place of Business in Nevada:

NV

Street Address

City

State

Zip

Telephone No.: \_\_\_\_\_

(Must be a Local Land Line)

Website or E-Mail: \_\_\_\_\_

Taxpayer Identification No.: \_\_\_\_\_

1. If the applicant is a corporation, provide a copy of the by-laws and a current Certificate of Good Standing from the state of incorporation.

2. List all owners of the entity, each principal, officer, director, trustee, general partner and managing member of the entity, and all individuals with the power to direct management or policy or control through ownership, contractual or otherwise.

Name First Middle Initial, Last	Residence Address – Street, City, State, Zip	Title/Position	Business Address if Different From Applicant's Address	Owner/ Officer/ Director/ Stockholder (% of Ownership Interest. Must equal 100%.)

**For each individual listed above, a Personal History Record, Child Support Statement and two completed fingerprint cards must be submitted. (Cards are available at local law enforcement agencies. Only Form FD-258 will be accepted.)**

3. Arrests, Detentions, Litigation and Disclosure Items

An explanation for 'yes' answers is **required**. Include the date, charge, agency, location, disposition and explanation, as applicable. Please complete the attached Explanation Form if additional space is needed.

**INACCURACIES OR OMISSIONS MAY RESULT IN DENIAL OR DELAY  
IN PROCESSING YOUR APPLICATION**

- a. Has the entity ever been charged, convicted of, or pled guilty or nolo contendere ("no contest") to any felony or misdemeanor?

[ ] Yes [ ] No

If the answer is "Yes," please explain in detail any arrests/convictions, including the jurisdictions and dispositions. Also, include any sealed or expunged convictions.

- b. At any time preceding the date of this application, has the entity ever been convicted of or pled guilty or nolo contendere ("no contest") to any felony or misdemeanor involving fraud, dishonesty, breach of trust, money laundering, false statements or omissions, wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses?

☐ Yes   ☐ No

If the answer is "Yes," give details:

- c. Has the entity ever entered into any settlement agreement, whether civil or criminal, with any federal or state agency?

☐ Yes   ☐ No

If the answer is "Yes," give details:

- d. Has the entity or any company in which the entity has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the entity has exercised control ever had a license or registration denied, suspended or revoked by any agency in this state or any other state, district, territory of the United States or any foreign court in the preceding 10 years?

☐ Yes   ☐ No

If the answer is "Yes," give details:

e. Has the entity within the past 10 years made a compromise with creditors, filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition for an organization while the entity exercised control over it or held an ownership interest (other than an ownership interest in a publicly-traded company) in it?

☐ Yes    ☐ No

If the answer is "Yes," give details:

f. Has a bonding company ever denied, paid out on, or revoked a bond for the entity or any company in which the entity is or has ever been an owner or over which the entity has exercised control?

☐ Yes    ☐ No

If the answer is "Yes," give details:

g. Does the entity or any company in which the entity has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the entity has exercised control have any unsatisfied judgments or liens?

☐ Yes    ☐ No

If the answer is "Yes," give details:

h. Has the entity or any company in which the entity has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the entity has exercised control had a civil or criminal record expunged or sealed by a court order?

☐ Yes    ☐ No

If the answer is "Yes," give details:

- i. Has the entity ever had a privileged or professional license denied, suspended or revoked by any local, state, federal or other regulatory entity?

☐ Yes    ☐ No

If the answer is "Yes," give details:

- j. Has the entity or any company in which the entity ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the entity has exercised control been a party to any past or present civil litigation?

☐ Yes    ☐ No

If the answer is "Yes," give details:

- k. Is the entity subject to any pending actions that could result in a 'yes' answer to any of the above questions?

☐ Yes    ☐ No

If the answer is "Yes," give details:

- l. Is the entity a HUD-approved mortgage broker?

☐ Yes    ☐ No

EXPLANATION FORM (Use this form for explanation and additional space needed to answer questions.) Copies of this page can be made if more space is needed. You can fill out this page, print it, then re-use it for answers to additional questions.

Question Number	Explanation

I, the undersigned, state that I am authorized to sign the within Non-Personal History Record on behalf of the applicant named herein; that I have read and signed said Non-Personal History Record and know the contents thereof, and that the statements made therein are true. By signing below and initialing each page, I represent that I personally have completed this Non-Personal History Record and verified the information contained herein.

APPLICANT'S SIGNATURE:

Name of Applicant: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_

Notary public in and for the County of \_\_\_\_\_, State of  
\_\_\_\_\_

My commission expires \_\_\_\_\_

Notary Signature \_\_\_\_\_

Notary Seal